

**Automotive Equipment Technician-Entry**  
**Bureau of Enterprise Fleet**  
**Position Description**

**Summary**

The Automotive Equipment Technician – Entry is responsible for preparing fleet vehicles for customer use. This includes washing, refueling, and cleaning the interior for motor pool vehicle use. This position also may be asked to perform routine preventive maintenance and minor repair work involving cars, trucks, equipment and small engines. This work may include: changing oil and oil filters, chassis lubrication, replacing belts and filters, making minor engine adjustments, maintaining fluid levels, changing and repairing tires, assisting other technicians, maintaining the outside of the vehicle, and cleaning and maintaining the shop.

**Goals and Work Activities**

**45%    A.        Staging motor pool vehicles**

- A1.    Maximize the availability of pool vehicles to be dispatched.
- A2.    Keep vehicle traffic lanes clear and reorganize congested parking areas when feasible.
- A3.    Refuel and complete visual inspection to determine need of mechanical/body repairs and if preventative maintenance is needed.
- A4.    Check fluid levels and add if necessary.
- A5.    Park vehicles in an appropriate spot after performing 10-point vehicle checklist.
- A6.    Return keys and staging slip to dispatcher as soon as possible for assignment.

**30%    B.        Washing of motor pool vehicles**

- B1.    Clean interior of motor pool vehicles to ensure readiness for customer use.
- B2.    Wash exterior of motor pool vehicles to maintain quality and appearance of state fleet vehicles.

**15%    C.        Providing assistance to customers and coworkers.**

- C1.    Provide backup customer front counter coverage as needed to dispatch vehicles. This includes
- C2.    Greet customers and enter reservation number and driver's license in the Fleet Portal. Accurately enter vehicle ID number and current mileage.
- C3.    Provide instructions on fuel card use and vehicle return policies.

- C4. Utilize two-way radios to efficiently communicate with motor pool and shop staff; promptly respond to requests for help or acknowledge call and report why help cannot be provided.
- C5. Be observant of motor pool customers in the garage and aid in finding the vehicles dispatched to them.
- C6. Other duties as assigned by supervisor.

**10% D. Maintaining cleanliness of work, shop, and parking area.**

- D1. Clean assigned work area.
- D2. Empty shop vacuums as needed.
- D3. Sweep shop and inside parking area as needed.
- D4. Observe hazardous materials safety procedures, promptly report any spills or leaks to Supervisor.
- D5. Pick up litter when noticed both inside and outside, empty all trash containers inside and outside as needed.
- D6. Assist in moving equipment, office furniture and/or other business materials
- D7. Notify supervisor or front desk staff whenever leaving premises unless on lunch.

**Knowledge, Skills, and Abilities**

1. Must have a valid driver's license with a minimum of 2 years licensed driving experience and be at least 18 years of age.
2. Must meet the States Minimum Driving Standards. This includes not having three or more moving violations and /or at fault accidents in the past two years, an (OWI), (BAC) or (DUI) within the past 12 months.
3. Good communication and customer service skills.
4. Ability to work well as a team.
5. Must have basic computer skills.
6. Skill in operating motor vehicles
7. Knowledge of basic cleaning practices